

DPSC-HQP  
20 Feb 87

DPSCM 4155.29

**FOREWORD**  
(Supplementation is permitted.)

This Manual is published by the Defense Personnel Support Center (DPSC) to provide instructions to the Quality Assurance Division (DPSC-HQ), Contracting and Production Division (DPSC-HP), the Supply Operations Division (DPSC-HO), the Defense Subsistence Regions (DSR) and Defense Subsistence Offices (DSO) for assignment of inspection to the Veterinary/Medical Food Inspection personnel, the U.S. Department of Agriculture (USDA), the U.S. Department of Commerce (USDC), and Defense Contract Management District (DCMD).

It also provides a uniform system for the distribution of contracts to offices utilized by DPSC in the performance of subsistence inspection.

This Manual will be maintained in a current status and reviewed biennially.

Users of this publication are encouraged to submit recommended changes and comments to improve the publication, through channels, to Directorate of Subsistence, ATTN: DPSC-HQP(P).

BY ORDER OF THE COMMANDER

LEONARD N. AQUILINO  
Chief, Administrative Services Division  
Office of Installation Services

DISTRIBUTION  
Special  
HQ-A thru HQ-K  
DPSC-WXA/Library - 2  
DLA-QV- 1  
DLA-QL- 1

## TABLE OF CONTENTS

SECTION		PAGE
I	References	1
II	Purpose and Scope	1
III	Policy	1
IV	Definition	1
V	Responsibilities	1
VI	Relationships with Inspection Agencies	2
VII	Contract Distribution	2
VIII	Agencies Responsible for Quality Assurance on Military Subsistence Contracts Listed by Federal Supply Class	4

I. REFERENCES.

- A. DLAR 4155.3/AR 30-12/AFR 74-5/NAVSUPINST 4355.2/MCO 10110.21, Inspection of Subsistence Supplies and Services.
- B. AR 40-657/NAVSUPINST 4355.4/MCO P10110.31, Veterinary/Medical Food Inspection and Laboratory Service.
- C. DoD 4105.59H, DoD Directory of Contract Administration Services Components.
- D. DPSC Manual 4155.6, Subsistence Inspection Manual.
- E. DPSC Manual 4155.7, Perishable Subsistence-In-Storage Quality Control and Inspection.

II. PURPOSE AND SCOPE. This Manual implements the referenced publications governing inspection responsibility for subsistence supplies and services and is applicable to:

- A. The Quality Assurance Division (DPSC-HQ).
- B. The Contracting and Production Division (DPSC-HP).
- C. The Supply Operations Division (DPSC-HO).
- D. The Defense Subsistence Regions (DSR).
- E. The Defense Subsistence Offices (DSO).

III. POLICY. Requirements cited in the DPSC Subsistence Master Solicitations (SMS) and Blanket Purchase Agreements (BPA) govern the specific agency or element responsible for inspection and the point of inspection, i.e., origin or destination. Additional clarifying information may be provided in the Technical Data Sheet (TDS) or solicitation for particular commodities or items.

IV. DEFINITION.

Contract Quality Assurance Function. A function by which the Government determines whether a contractor has fulfilled his contract obligations pertaining to quality and quantity. At DPSC, Defense Subsistence Region-Europe and Defense Subsistence Region-Pacific, this function is performed by the following:

- a. Animal Products Branch (DPSC-HQPA) or Non Animal Products Branch (DPSC-HQPN), Quality Assurance Division, Directorate of Subsistence, Defense Personnel Support Center.
- b. Office of Quality Assurance, Defense Subsistence Region Europe, Zweibruecken, Germany (HDSRE-Q)
- c. Office of Quality Assurance, Defense Subsistence Region Pacific, Alameda, California (HDSRP-Q).

V. RESPONSIBILITIES.

A. Commanders/Chiefs of Subsistence Contracting Elements (SCE), or Chief, Contracting and Production Division (DPSC-HP), as applicable, shall:

- 1. Contractually cite the inspection assignment in the applicable SMS, BPA or technical data contained therein, and this Manual, as prescribed by DPSC-HQPA, DPSC-HQPN, HDSRE-Q or HDSRP-Q, as applicable.
- 2. Coordinate with DPSC-HQPA, DPSC-HQPN, HDSRE-Q, or HDSRP-Q, as applicable, to assure inclusion of appropriate technical data package prior to publication and distribution of the SMS or BPA.

B. Personnel performing the contract quality assurance function shall review pertinent contractual documents periodically to ensure inclusion of appropriate inspection detail. Such review should encompass sampling protocol and depth of inspection and quality requirements.

1. Primary emphasis should be on perishables, "L"-coded items, high dollar value products and operational rations.

2. Personnel performing the contract quality assurance function must be aware of special quality problems on specific products that would dictate inspection assignment at a point other than that indicated in the SMS and BPA. In these situations, it shall be recommended that the contracting officer modify the solicitation accordingly.

3. A report of this review shall be submitted to the Commander/Chief, SCE, or Chief, DPSC-HP, when indicated. Record of review will be maintained in the contractor's quality history data/item quality history data files.

C. Normally, the Quality Assurance Representative (QAR) will not perform inspection prior to receipt of pertinent contractual documents. It is essential, therefore, that technical data reach the inspection office prior to delivery. However, the QAR is authorized to commence inspection based on the information contained in a contractor furnished Notice of Award, SMS, BPA, plus any addenda thereto, or the Invitation for Bid (IFB)/Request for Proposal (RFP). In the absence of contractor furnished data, personnel performing the contract quality assurance function will verbally provide the necessary information.

VI. RELATIONSHIPS WITH INSPECTION AGENCIES. The relationship between personnel of the contract quality assurance function and those of other agencies, such as USDA, USDC and the Defense Contract Management Area of Operation (DCMAO) will normally be confined to liaison, routine inspection assignments and associated reports. Questions involving procedures, inspection cognizance, or controversial matters shall be referred to DPSC-HQPA/DPSC-HQPN for resolution.

#### VII. CONTRACT DISTRIBUTION.

A. Contractors are provided copies of the contract in accordance with procedures of DPSC or the SCE. Such copies are in addition to those distributed elsewhere for inspection purposes.

B. Personnel performing the contract quality assurance function at each SCE will maintain a current list of inspection responsibility codes and/or addresses, and coordinate procedures to assure that copies of contractual documents needed for inspection purposes are distributed by contracting elements as follows:

1. Animal Origin Items. (USDA and USDC)

a. One copy to the USDA Meat Grading Service Main Station Office.

b. One copy to the USDA inspector in each contractor or sub-contractor's plant location. Where a distributor has the actual contract, a contract will be mailed directly to the actual production plant labeled "USDA INSPECTOR."

c. Sub-contractors will receive a copy as well as a special copy for USDA.

d. One copy to the USDC, National Marine Fisheries Service (NMFS), Seafood Quality Inspection and Consumer Service Division, Washington, DC 20235 and one copy to the appropriate NMFS Regional Office for waterfoods.

e. One copy of each contract to DPSC-HQPA, or HDSRE-Q, as applicable. Two copies to HDSRP-Q, when applicable.

f. One copy to the destination QAR (Veterinary/Medical Food Inspection Personnel). If mailed to receiving installation with other copies of the contract, it shall be stamped "QAR's COPY."

g. One copy to destination QAR's supervisor, if requested.

2. Nonfood Ration Components.

a. Two copies to appropriate DCMAO inspection element stamped "FOR INSPECTION."

b. One copy to DPSC-HQPN.

c. One copy to destination QAR stamped "QAR's COPY" in addition to any other destination copies required.

3. Nonanimal Origin End Item.

a. Perishable (other than fresh fruits and vegetables). Copy of SMS, BPA and Notice of Award to USDA Office having cognizance of the geographical area in which the plant is located.

b. Semiperishable. Three copies to USDA Office having cognizance of the geographical area in which the plant is located except for grain items.

c. Grain Products. Five copies to Head Inspection Section, Procedures Development Branch, Field Management Division, FGIS, USDA, Room 1641, South Building, P. O. Box 96454, Washington, DC 20090-6454.

d. One copy of each of the foregoing contracts to DPSC-HQPN and Quality Audit Function, Quality Assurance Storage Support/Quality Audit Branch (DPSC-HQS(Q)). Two copies to HDSRP-Q, when applicable.

e. One copy of each of the foregoing contracts to destination QAR stamped "QAR's COPY" in addition to any other destination copies required.

4. Commercial Warehouse Services Contracts (including DPSC Supply Point Contracts). Two copies to the Veterinary/Medical Food Inspection Office assigned the inspection responsibility. Two copies to the Storage Support Function, Quality Assurance Storage Support/Quality Audit Branch (DPSC-HQS(S)).

5. Multiple Inspection Points. When the contract specifies more than one point of origin and/or more than one point of destination, copies of the contract shall be distributed to each inspection point as indicated above.

VIII. AGENCIES RESPONSIBLE FOR QUALITY ASSURANCE ON MILITARY SUBSISTENCE CONTRACTS LISTED BY FEDERAL SUPPLY CLASS.

Federal Supply Class	Origin	Destination
7360 Sets, Kits and Outfits: Food Preparation and Serving	DCMAO	MFIP
8905 Fish, Meat, Poultry, and Shellfish	USDA, USDC	MFIP
8910 Dairy Foods and Eggs	USDA	MFIP
8915 Fruits, Juices, Nectar, and Vegetables	USDA	MFIP
8920 Bakery and Cereal Products	USDA	MFIP
8925 Confectionery, Nuts, and Sugars	USDA	MFIP
8930 Jams, Jellies, and Preserves	USDA	MFIP
8935 Bouillons and Soups	USDA	MFIP
8940 Dietary Foods and Food Specialty Preparations	USDA	MFIP
8945 Fats and Food Oils	USDA	MFIP
8950 Condiments and Related Products	USDA	MFIP
8955 Cocoa, Coffee, and Tea	USDA, FDA, NCAUSA	MFIP
8960 Beverages, Nonalcoholic	USDA	MFIP
8970 Composite Food Packages	USDA, DCMAO, MFIP	MFIP
8975 Tobacco Products	DCMAO	MFIP
Non Food Components of Operational Rations	DCMAO	MFIP

MFIP -- Military Veterinary/Medical Food Inspection Personnel.

USDA -- United States Department of Agriculture.

USDC -- United States Department of Commerce.

FDA -- Food and Drug Administration, Department of Health and Human Services.

NCAUSA -- National Coffee Association of U.S.A.

DCMAO -- Defense Contract Management Area of Operation.

